

DD/A 75-4114

2 September 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Head of MG Career Subgroup

SUBJECT : Clerical Rotation Program

1. As you know, [] has been working on STATINTL the clerical management system for the Directorate. One of the problems that has surfaced in her discussions with DDA Offices, the Office of Personnel, and other Directorates is the plateauing at the GS-07 level of a large number of our secretaries. Because advancement beyond that level is relatively slow with few opportunities for upward movement, our secretaries tend to spend considerable time in grade and in position at this level. As a result, many secretaries become bored with their jobs and frustrated over lack of movement.

2. Since there is little likelihood that more higher graded positions will be created in the Agency, we would like to propose a Directorate secretarial rotation program to offer at least some variety to the secretaries. We would like to run an abbreviated trial rotation program of three months to determine the feasibility of a long-term secretarial rotation program. The program would begin on 22 September and end on 31 December.

3. Each Office and the MG Career Subgroup should identify a first-rate GS-07 secretary (preferably one with considerable time in grade) who would be willing to serve a three-month trial period in another DDA Office. Shorthand is a requirement. The home office would retain responsibility for her salary, slot, and general personnel housekeeping chores as that secretary will return to her home office position at the end of the trial period. Home offices should not neglect the detailees in terms of possible promotion opportunities while on detail.

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Assignments will be determined by the DDA Clerical Career Service Coordinator through discussions with the Offices concerned.

4. At the end of the three-month period, the secretaries and the supervisors concerned will be tasked to prepare a report on the initial program. Areas to be covered are: the benefits of such a program to them; any problems encountered; a brief assessment of the supervisor/secretary involved (not to be misconstrued as a Fitness Report as this is not for the official record); and their willingness to participate in such a program for an extended period of two years. Based on the results of this trial period, a determination will then be made as to the expansion of this program into a formal DDA rotational system.

STATINTL

5. Subsequent to our discussion of this program, we would like each Office to forward the information below to [redacted] by COB 12 September. Further, we solicit your support in explaining to the individual secretaries and supervisors concerned the importance of their involvement and dedication to such a program. In addition, [redacted] will meet with the secretaries as a group to emphasize the significance of this trial program. The program will provide to the secretaries a change of environment and routine; an opportunity for developmental experience; career enhancement; and greater visibility into the Agency and its workings. Secretaries can learn new ideas and techniques from the Offices of detail and impart to them their own ideas of merit. But without the participation of the secretaries and supervisors, we, of course would have no program.

STATINTL

Information Needed: Name of Secretary
Name of Supervisor
Time in Grade
Time in Present Position
Location of Office (also indicate
if moving to [redacted]
Extension

STATINTL

Distribution:

- 1 - ea addse
- 1 - JFB Chrono
- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - JMH Chrono

Signed: John F. Blake

John F. Blake
Deputy Director
for
Administration

STATINTL DDA/CMO [redacted] Aug 75

Retyped Per Mr. Blake to change dates in Paras 2 and 5
:der (2 September 1975)